

# Science Olympiad at The Ohio State University

## Student Organization Constitution

### ARTICLE I. NAME OF ORGANIZATION

Science Olympiad at The Ohio State University

### ARTICLE II. ORGANIZATION PURPOSE

The objectives of this club shall be to:

1. Create Science Olympiad competitions for Division C teams to compete in
2. Promote the importance and interest of STEM through future outreach.

### ARTICLE III. UNIVERSITY REGULATIONS

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

Science Olympiad at The Ohio State University *agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the Student Organization Registration Guidelines.*

#### **Section B. Hazing**

Science Olympiad at The Ohio State University *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

#### **Section C. Bylaws**

Science Olympiad at The Ohio State University *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility**

As required by the Guidelines for Student Organizations, 90% of the membership of the student organization must include current Ohio State University students. Active members and the Executive Committee are able to make decisions regarding the membership of the community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

### **Section B. Member Selection**

Members have to fill out a form or email the organization's email stating that they would like to join. Tasks will be assigned to the members based on the level of commitment indicated in the interest form. Membership is open to anyone interested in becoming a member, regardless of race, gender, sexual orientation, or religion. There is no application process for becoming a member, but members are expected to uphold The Ohio State University's Code of Student Conduct. Members who do not uphold this standard may be temporarily suspended through a majority vote of the executive board.

### **Section C. Membership Timeline**

A member may choose to take part in the student organization at any time and for any applicable duration. There is no specific timeline for membership as long as any changes to the member's duration of commitment to the student organization is properly communicated with the organization's executive board.

### **Section D. Member Removal**

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state, or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor. If a member fails to fulfill their given duties that is not due to extenuating circumstances, without prior communication, the executive board reserves the right to propose and process their removal after attaining a majority vote and consulting with the advisors.

The advisors and executive board makes the decision on whether the member should be removed.

In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

Responsibilities of the Advisor are to complete the advisor training every two years, submit online approval of the organization registration every year, submit online approval of the organization goals every year, and be listed as the signatory on the organization's bank account. Responsibilities of the Advisor may be extended further should the advisor desire more involvement within the organization.

### **Section B. Advisor Term**

Advisors may choose to retain their roles for however long they desire. There is no specific term outlined for the advisors.

### **Section C. Advisor Selection**

Candidates for role of the Advisor of The Ohio State University Science Olympiad will be identified by the executive officers of the organization namely, the President, Vice President, Secretary and Treasurer. After identification of candidates, the entirety of executive board will vote for the advisor. The advisor with a simple majority will be deemed the advisor. A Co-Advisor may be recruited if the Executive Officers deem necessary. The Primary Advisor must be a member of the faculty or administrative and professional staff selected by the student organization. Classified civil service employees, graduate associates, and emeritus and retired faculty/staff may serve as co-advisors, but the primary faculty/staff advisor must complete the certification process for the organization to be registered.

## **Section D. Advisor Replacement**

In the event that the chosen advisor fails to consistently perform the duties outlined in Section A or engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state, or local law, the advisor may be removed through a simple majority vote of the current Executive Board. In the event that an Advisor needs to be replaced, another advisor may be recruited by the Executive Board through the advisor selection process and criteria outlined in Section C.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

The Executive Committee includes:

**President:** Plan and run general body and e-board meetings. Act as tournament director and run Headquarters along with VP during competition day. Work with Volunteer Coordinator for recruitment and management. Plan logistical timeline for preparing for the competition. Correspond with coaches regarding registration, fees, and competition details. Work with Treasurer and VP to draft budget. Book rooms, parking, and coordinate with University officials. Ensure that responsibilities are distributed and completed. Collaborate with all e-board members and general body members. Other responsibilities that may come up.

**Vice President:** Work with President to plan and run meetings. Assist President with logistical and administrative planning. Run Headquarters along with President during competition day as a co-tournament director. Recruit and train event supervisors. Stay in close communication with President, Treasurer, and Secretary. Maintain communication and send announcements on slack general channel.

**Secretary:** Manage email inbox. Send meeting update emails. Organize Google Drive and other club materials. Take attendance and meeting minutes at every meeting. Update member contact information. Work with Volunteer Coordinator to keep track of hours. Stay in close communication with President, VP, and Treasurer.

**Treasurer:** Complete OSU Treasurer training. Oversee organization bank account. Track spending + reimbursements. Coordinate registration fees from competing teams. Work with President and VP to create budget. Work with Fundraising Chair to raise funds and apply for grants and other funding. Stay in close communication with President, VP, Secretary, and Treasurer-Liaison

**Event Supervisor Coordinator:** Recruit, train, and manage event supervisors. Develop a strong understanding of all events. Help host Event Supervisor Clinics. Coordinate ES on the day of the tournament

**Build Event Coordinator:** Reserve RPAC spaces. Train build event supervisors. Coordinate build materials needed for running events. Oversee events at the RPAC on the day of the competition

**Test-Writer Coordinator:** Work with VP to recruit test writers. Develop system to collect tests from test writers. Review tests to ensure length and quality for competition. Provide feedback for drafts. Coordinate printing of exams.

**Volunteer Coordinator:** Work with President and VP to recruit volunteers for invitational and States. Work with Outreach Chair to plan involvement events. Work with President to coordinate volunteers. Track volunteer hours with Secretary

**Social Media Chair:** Post meeting updates on our social media (Instagram). Take pictures for social media. Update website.

**Outreach Coordinator:** Contact professors to host seminars and workshops. Coordinate Lab Events for Invitational: Book rooms, space requirements, etc. Coordinate general body members to host seminars. Plan involvement events with Volunteer Coordinator. Communicate with e-board about outreach opportunities  
**Treasurer Liaison:** Work with the Engineering Council and Volunteer Coordinator to negotiate paid volunteer hours (Attend Bi-weekly meeting). Work closely with the Treasurer to keep track of all financial information. Assist with acquiring and distributing materials to ES  
Roles will be added at the discretion of the Executive Committee and their needs for the year.

## **Section B. Officer Eligibility**

The President and Vice President positions may only be held by members who have served on the Executive Committee for at least one year. The Executive Board applications are open to anyone interested in serving a role within the organization as long as they remain undergraduate students of The Ohio State University and commit to serve by the rules outlined in the Constitution.

## **Section C. Officer Selection Process**

If there is an opening for an Executive position an application and election cycle for the Executive Officer positions will be held each year during the spring semester. The current executive board will oversee the application and election process, and officers will be selected by the executive committee for an interview, in which the executive board will come to a decision for the future officer through a simple majority. The Executive Committee will retain their roles for however long they desire, or until they graduate from The Ohio State University to ensure the stability of the club.

## **Section D. Officer Removal**

If an Officer engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state, or local law, the member may be removed through a majority vote of the other officers in consultation with the organization's advisor. If an officer fails to fulfill their given duties that is not due to extenuating circumstances, without prior communication, the executive board reserves the right to propose and process their removal after attaining a majority vote and consulting with the advisors. In the event of a resignation or impeachment, an emergency application/election process will take place. Current Executive Officers are eligible to fill the opening if they have expressed interest in the role, but they are responsible for holding an application/election process for the open position. In the event more than one current Executive Officer is interested in the opening position, executive officers not running for the position will vote. The person with the majority vote will take the position.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

The organization will only be dissolved if active membership falls to five members.

### **Section B. Dissolution Procedures, including Assets and Debts**

Assets will be transferred over to the current advisor's department. Debts will be paid in full before the organization can be dissolved; the executive board is responsible for overseeing this process.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**